

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



October 28, 1997

ALL COUNTY LETTER 97-70

TO: ALL COUNTY WELFARE DIRECTORS

REASON FOR THIS TRANSMITTAL

- ☒ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☐ Initiated by CDSS

SUBJECT: IMPLEMENTATION OF IMMUNIZATION & SCHOOL ATTENDANCE PROVISIONS - CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY FOR KIDS (CalWORKs) PROGRAM

REFERENCE: ASSEMBLY BILL (AB) 1542, CHAPTER 270, STATUTES OF 1997

The purpose of this letter is to provide implementation instructions to the County Welfare Departments (CWDs) on the new immunization and school attendance provisions of Assembly Bill (AB) 1542, Chapter 270, Statutes of 1997. AB 1542 allows the California Department of Social Services (CDSS) to implement these new provisions through All County Letter (ACL). The CDSS will be adopting emergency regulations no later than July 1, 1998. The CDSS will issue additional ACLs to provide instructions for implementing other provisions of AB 1542.

IMMUNIZATION (WIC Section 11265.8)

Effective January 1, 1998, all parents/caretaker relatives must furnish verification that all pre-school age children in the assistance unit (AU) have received age-appropriate immunizations. This new requirement applies to all applicants and recipients of CalWORKs.

The immunizations required under this new provision are those recommended by the Advisory Committee on Immunization Practices, the American Academy of Pediatrics and the American Academy of Family Physicians. Attachment 1 specifies the currently recommended immunizations and the ages at which they should be received. These recommended immunizations are updated annually. Starting February 1998, CWDs will annually receive information on any changes to these recommended immunizations directly from the Immunizations Branch of the Department of Health Services through its "Immunization Update" newsletter.

Counties are advised to work with their local county health departments' Immunization Coordinators, and Child Health and Disability Prevention (CHDP) Coordinators in implementing this new provision. Attachments 2 & 3 are lists of the local county Immunization Coordinators and CHDP Coordinators. Counties have discretion in the method of implementation of this new provision. The Immunization Branch, however, will provide additional implementation suggestions and tools directly to counties which counties may consider.

EXEMPTIONS

The immunization requirement does not apply if the parent/caretaker relative submits a physician's written statement that the child should not be immunized for medical reasons. The statement should include the prohibitive medical condition and duration. An AU shall also be exempted upon submission of an affidavit that the immunization requirement is contrary to their beliefs.

VERIFICATION

Verification of immunizations must be submitted at application, and recipients must continue to submit verification at redetermination until the child(ren) completes all age-appropriate immunizations or reaches the age of six. Applicants for CalWORKs must submit verification within 30 days of determination of eligibility for Medi-Cal, and applicants receiving Medi-Cal shall have 45 days to submit verification. Current CalWORKs recipients shall submit verification within 45 days of annual redetermination. Verification of immunization for a child(ren), under the age of six, who is added to the AU is submitted in accordance with the applicant time frames outlined above. The CWD has discretion in determining acceptable verification.

FAILURE TO COOPERATE

In establishing failure to cooperate, counties must determine that applicants who applied for CalWORKs and Medi-Cal simultaneously have had Medi-Cal benefits available to them for use for at least 30 days prior to the deadline for submitting immunization verification. If an applicant/recipient fails to submit verification of immunization for any pre-school age child(ren) in the AU, the grant shall be reduced by the amount equal to the needs of the parent or caretaker relative in the AU. For two-parent families, the needs for both parents/caretaker relatives shall be disallowed. Because this penalty is imposed on a "month to month" basis, the mandatory voucher/vendor payment provision does not apply. However, the parent(s)/caretaker relative(s) subject to the afore-mentioned penalty are still required to comply with their work requirements pursuant to their Welfare to Work Plan. Information regarding the Welfare to Work Plan is provided in the CalWORKs Welfare to Work ACL 97-72. Additionally, information regarding mandatory voucher/vendor payments is provided in the Financial Provisions ACL 97-66.

The parent(s)/caretaker relative(s) subject to the penalty is not included in the AU size for purposes of determining the MAP for both financial eligibility and the grant computation.

Any non-exempt income the penalized parent(s)/caretaker relative(s) may receive, however, is counted. Once verification is submitted, the grant is increased to include the parent/caretaker relative's needs effective the first of the month in which verification is received. See Attachment 4 for an example of the grant computation.

A summary of the various penalties under the CalWORKs program will be provided in chart format in an All County Information Notice to be released in the near future.

GOOD CAUSE

The county shall determine if good cause exists for not submitting verification due to lack of reasonable access to immunization services. If the county determines good cause exists, the applicant/recipient shall have an additional 30 days in which to submit immunization verification. Applicants whose applications are in process at the time of implementation may be granted an additional 30 days if the county determines they did not have reasonable access to immunization services.

DATA COLLECTION/TRACKING

The CDSS is currently assessing reporting and tracking requirements relative to CalWORKs. Acknowledging the need to address the data collection needs as expeditiously as possible, the Information Services Bureau and the California Welfare Directors Association have established a sub-committee to specifically review these issues. Counties will receive instructions in a subsequent letter regarding the data collection requirements for immunization.

INFORMING REQUIREMENT

At the time of application and redetermination, all applicants and recipients must be given a notice informing them of:

- their obligation to secure immunizations for the children in the AU under the age of six;
- the recommended immunizations;
- the immunization exemptions due to personal/religious beliefs or for medical reasons; and
- how immunizations may be obtained.

A recommended informing notice (Temp CW 101) that fulfills the above statutory informing requirements has been developed by CDSS for county use. See Attachment 5. Counties may reformat or reword the narrative to meet the county's needs. Counties will be responsible for revising the informing notice annually to update the recommended immunizations. Additional informational material on immunizations may be obtained from local health department Immunization Coordinators and through the local CHDP Program.

SCHOOL ATTENDANCE (WIC Section 11253.5)

Effective January 1, 1998, all children in the AU for whom school attendance is compulsory pursuant to the Education Code Section 48200 must attend school as a CalWORKs requirement. What constitutes failure to attend school is defined by the school district. In addition, those recipients not exempted from the Welfare to Work requirements must have this school attendance requirement incorporated as part of their Welfare to Work Plan. Anyone eligible for the Cal-Learn program and children subject to participation in county school attendance demonstration projects in Merced and San Diego counties are exempted from this provision.

VERIFICATION/GOOD CAUSE

Applicants for CalWORKs are not required to verify school attendance for the child(ren) in the AU prior to being granted assistance. For the cases approved for CalWORKs assistance counties will have discretion as to when verification of school attendance is required. Similarly county discretion exists regarding acceptable verification and determination of good cause for lack of school attendance. When requested by the county, recipients must cooperate in providing documentation routinely available from the school or school district of school attendance for all applicable children in the AU.

Counties are advised to work with their local school districts to identify and/or develop methods of verifying school attendance when school attendance documentation is not routinely available to recipients. Counties should also consult with local school districts in establishing reasonable timeframes for recipients to obtain verification.

FAILURE TO COOPERATE

If the child in the AU is not regularly attending school and is under age 16, the grant shall be reduced by the amount equal to the needs of the parent(s) or caretaker relative(s) in the AU. If the child is age 16 or older, the child's needs shall not be considered. Because this penalty is imposed on a "month to month" basis, the mandatory voucher/vendor payment provision does not apply. However, the parent(s)/caretaker(s) or child subject to the aforementioned penalty are still required to comply with their work requirements pursuant to their Welfare to Work Plan. Information regarding the Welfare to Work plan is provided in the CalWORKs Welfare to Work ACL 97-72. Additionally, information regarding mandatory voucher/vendor payments is provided in the Financial Provisions ACL 97-66.

The parent(s)/caretaker relative(s) or child subject to the penalty is not included in the AU size for purposes of determining the MAP for the AU and in the MAP used to compute the AU's aid payment. Any non-exempt income the penalized parent/caretaker relative(s) or child may receive, however, is counted. Once verification is submitted, the grant is increased to include the parent/caretaker relative's or child's needs effective the first of the month in which verification is received. See Attachment 4 for an example of the grant computation.

A summary of the various penalties under the CalWORKs program will be provided in chart format in an All County Information Notice to be released in the near future.

DATA COLLECTION/TRACKING

The CDSS is currently assessing reporting and tracking requirements relative to CalWORKs. Acknowledging the need to address the data collection needs as expeditiously as possible, the Information Services Bureau and the California Welfare Directors Association have established a sub-committee to specifically review these issues. Counties will receive instructions in a subsequent letter regarding the data collection requirements for school attendance.

INFORMING REQUIREMENT

All applicants and recipients of CalWORKs shall be informed of this new requirement. Attachment 6 is a recommended informing notice CDSS has developed for county use. Counties may reformat or reword the narrative to meet the county's needs.

NOTICES OF ACTION

Attachment 7 lists changes in Notice of Action (NOA) messages along with copies, for the new immunization and school attendance provisions. For all NOA's, CWDs should cite the appropriate county directives, instructions, or procedures when applicable.

TRANSLATIONS

Counties should call the Forms Management Bureau at (916) 657-1907 or CALNET at 437-1907 for camera-ready copies of any form, NA form, NOA messages or suggested informing language in any language. However, counties that have provided Language Services Bureau with a county contact and the specific languages requested (Spanish, Chinese, Cambodian, and Vietnamese) will automatically be sent those languages as soon as the document (form/NA form/NOA messages/informing notice) is translated.

CONTACTS

Any questions regarding this letter may be directed to Henry Puga at (916) 654-1068 or CALNET (916) 454-1068. Contact Elizabeth Allred for questions regarding forms at (916) 657-3350 or ATSS (916) 457-3350. Attachments 8 & 9 are lists of questions and answers for the immunization and school attendance requirements as requested by counties.

Sincerely,

BRUCE WAGSTAFF
Deputy Director
Welfare to Work Division

Attachments

Immunizations currently recommended for children under the age of six.

TYPE OF SHOT	DOSE	RECOMMENDED AT
Polio	1st 2nd 3rd 4th	2 months 4 months 12-18 months Before starting school (4-6 years)
DTP (diphtheria, tetanus and pertussis)	1st 2nd 3rd 4th 5th	2 months 4 months 6 months 15-18 months Before starting school (4-6 years)
MMR (measles, mumps, and rubella)	1st 2nd	12-15 months Before starting school (4-6 years)
Varicella Virus Vaccine* (chicken pox)	1st	12-18 months
Hepatitis B	1st 2nd 3rd	At birth - 3 months 1-5 months 6-18 months
Hemophilus influenzae type b	1st 2nd 3rd 3rd or 4th	2 months 4 months 6 months (<i>may not be required</i>) 12-18 months (<i>if any dose is given after 12 mos. no further doses needed</i>)

Approved (January, 1997) by the Advisory Committee on Immunization Practices (ACIP), and the American Academy of Pediatrics, and the American Academy of Family Physicians (AAFP). County coordinators will automatically receive an annual update of the recommended immunization from the Dept. of Health Services, Immunizations Branch. (*The varicella virus vaccine may not be universally available at the present time.)

(county use only)

IMMUNIZATION COORDINATORS—LOCAL HEALTH DEPARTMENTS

HEALTH DEPT.	COORDINATOR	ADDRESS	CITY	ZIP	PHONE	FAX
Alameda	Allison James	1000 Broadway, Fifth Floor	Oakland	94607	(510) 628-7730	(510) 628-7896
Alpine	Debbie Goodman	P.O. Box 545	Markleeville	96120	(916) 694-2146	(916) 694-2770
Amador	Angel LeSage	1003 Broadway, Suite 203	Jackson	95642	(209) 223-6407	(209) 223-1562
Berkeley City	Vicky Alexander	2180 Milvia, 3rd Floor	Berkeley	94704	(510) 644-6500	(510) 644-6494
Butte	Janet Leslie, PHN	965 Oleander Avenue	Chico	95926	(916) 891-2871	(916) 891-8743
Calaveras	Debby Brooks	Government Center	San Andreas	95249	(209) 754-6460	(209) 754-6459
Colusa	Sandra Rothe RN	251 Webster Street	Colusa	95932	(916) 458-0380	(916) 458-7851
Contra Costa	Dottie Langthorn	597 Center Ave., Suite 200A	Martinez	94553	(510) 313-6767	(510) 313-6465
Del Norte	Linda Nichols RN	909 Highway 101, North	Crescent City	95531	(707) 464-7227	(707) 465-4573
El Dorado	Cathy Dunbar	931 Spring Street	Placerville	95667	(916) 621-6112	(916) 621-4658
	Valerie Rudd	1326 Johnson Blvd., Ste 103	So. Lake Tahoe	96150	(916) 573-3156	(916) 541-8409
Fresno	Inga Galan, RN, PHN	1221 Fulton Mall (PO Box 11867, 93775)	Fresno	93775	(209) 445-3550	(209) 445-3549
Glenn	Kathy Peterson	240 North Villa Ave.	Willows	95988	(916) 934-6588	(916) 934-6463
Humboldt	Susan Wardrip	529 I Street	Eureka	95501	(707) 268-2155	(707) 445-6097
Imperial	Mary Shinn	935 Broadway	El Centro	92243	(760) 339-4451	(760) 352-9933
Inyo	Tamara Pound	418 Market — Drawer H	Independence	93526	(760) 873-0231	(760) 878-0266
Kern	Cher-Ami Pannell, PHN	1700 Flower Street	Bakersfield	93305	(805) 868-0462	(805) 868-0290
Kings	Jane Mettee	330 Campus Drive	Hanford	93230	(209) 582-2795	(209) 582-0927
Lake	Sandy Boorn PHN	922 Bevins Court	Lakeport	95453	(707) 263-2241	(707) 263-1662
Lassen	Cathy DeLaHunt	Hospital Lane	Susanville	96130	(916) 251-8183	(916) 251-4871
Long Beach City	Nancy Lewis RN	2525 Grand Avenue	Long Beach	90815	(562) 570-4208	(310) 570-4049
Los Angeles	Cheri Todoroff	1055 Wilshire Blvd. Suite 1950	Los Angeles	90017	(213) 580-9800	(213) 580-9808
Madera	Carol Barney	14215 Road 28	Madera	93637	(209) 675-7893	(209) 674-7262
Marin	Enes Lonsway	555 Northgate Drive, Suite B	San Rafael	94903	(415) 499-6899	(415) 499-6002
Mariposa	M a r n a Klinkhammer	5186 Highway 49 N. (POB 5)	Mariposa	95338	(209) 966-3689	(209) 966-5147
Mendocino	Linda Brawley	County Courthouse	Ukiah	95482	(707) 463-4461	(707) 463-4138
Merced	Karen Resner RN	240 East 15th Street	Merced	95340	(209) 385-7700	(209) 385-7887
Modoc	Linda Nelson	131 B West Henderson	Alturas	96101	(916) 233-6311	(916) 233-5754
Mono	Robin Erickson PHN	Minaret Village, Ste Q, 437 Old Mammoth	Mammoth Lakes	93546	(760) 924-5410	(619) 924-5467
Monterey	Mary Turner, MPH	1270 Natividad Road	Salinas	93906	(408) 755-4500	(408) 757-9586
Napa	Cathy Philipie	2281 Elm Street	Napa	94558	(707) 253-4238	(707) 253-4880
Nevada	Kris Youngman	10433 Willow Valley Road	Nevada City	95959	(916) 265-7153	(916) 265-1426
Orange	Mary Wright	1725 West 17th Street	Santa Ana	92706	(714) 834-8095	(714) 834-8741
Pasadena City	Cheryl Jamerson RN	1845 N. Fair Oak Avenue	Pasadena	91103	(818) 844-6028	(818) 844-6115
Placer	Meg Roehrkas	Dewitt Center, 11484 B Ave.	Auburn	95603	(916) 889-7152	(916) 889-7198
Plumas	Kim Van Blaricom, RN	Courthouse Annex, Hwy. 70 (POB 480)	Quincy	95971	(916) 283-6330	(916) 283-0946
Riverside	Lynn Bailey, Sr CHN	P. O. Box 7600	Riverside	92513	(909) 358-5107	(909) 358-5446
Sacramento	Sally Shaw PHN	9719 Lincoln Village Dr., Suite 300 B	Sacramento	95827	(916) 875-7468	(916) 875-7090
San Benito	Claudia Arnol RN	439 4th Street	Hollister	95023	(408) 637-5367	(408) 637-9073
San Bernardino	Grace Calia	351 North Mt. View	San Bernardino	92415	(909) 387-6521	(909) 387-6676
San Diego	Sandy Ross PHN	P.O. Box 85222	San Diego	92186	(619) 692-8855	(619) 692-5677
San Francisco	Peter Vaernet	101 Grove Street, Room 402	San Francisco	94102	(415) 554-2841	(415) 554-2848
San Joaquin	T. DeGuzman/D.Stern	P.O. Box 2009	Stockton	95201	(209) 468-2291	(209) 468-8032
San Luis Obispo	Barbara Schwenoha PI	2191 Johnson Ave. (POB 1489)	San Luis Obispo	93401	(805) 781-5500	(805) 781-5543
San Mateo	Robyn Ziegler	225 W. 37th Avenue	San Mateo	94403	(415) 573-2878	(415) 573-2859
Santa Barbara	Mary Magee	2115 S. Centerpointe Parkway	Santa Maria	93455	(805) 346-8420	(805) 346-7232
Santa Clara	Aimee Reedy	976 Lenzen, Room 1300	San Jose	95126	(408) 299-6080	(408) 289-8945
Santa Cruz	Ira Schwartz	1080 Emeline Avenue	Santa Cruz	95060	(408) 454-4645	(408) 454-4488
Shasta	Kelly Cole, LVN	2650 Breslauer Lane	Redding	96001	(916) 245-6866	(916) 225-5074
Sierra	Donna Metzler RN PHN	P. O. Box 7	Loyalton	96118	(916) 993-6700	(916) 993-6741
Siskiyou	Alma Benson, PHN	806 South Main Street	Yreka	96097	(916) 841-4040	(916) 841-4076
Solano	Roberta Femrite	1735 Enterprise Dr. Bldg. 3, MS 3-110	Fairfield	94533	(707) 421-6679	(707) 421-6682
Sonoma	Karen Boyd RN	3313 Chanate Road	Santa Rosa	95404	(707) 576-4730	(707) 573-5151
Stanislaus	Rose Ann Peterson, PI	820 Scenic Drive	Modesto	95350	(209) 558-7375	(209) 558-7511
Sutter	Amerjit Bhattal	1445 Circle Drive (P.O. Box 1510)	Yuba City	95993	(916) 822-7215	(916) 822-7223
Tehama	Elan Bagwill	1860 Walnut Street	Red Bluff	96080	(916) 527-6824	(916) 527-0362
Trinity	Glenda McLin	P.O. Box 1470, #1 Industrial Park Way	Weaverville	96093	(916) 623-1358	(916) 623-1297
Tulare	Jessica Barrett	Hillman Health Center, 1062 S. K Street	Tulare	93274	(209) 685-2535	(209) 737-4572
Tuolumne	Kathy Amos	20111 Cedar Road North	Sonora	95370	(209) 533-7403	(209) 533-7406
Ventura	Lyn Glusac PHN	3147 Loma Vista Road	Ventura	93003	(805) 652-5918	(805) 652-5922
Yolo	Vernette Marsh PHN	10 Cottonwood Street	Woodland	95695	(916) 666-8645	(916) 666-8674
Yuba	Kathy Allen	6000 Lindhurst Ave., Suite 601B	Marysville	95901	(916) 741-6366	(916) 741-6397

Revised 12/10/97

Child Health and Disability Prevention (CHDP) Programs

<u>Health Department</u>	<u>Deputy Director</u>	<u>Address</u>	<u>City</u>	<u>Zip</u>	<u>Phone</u>	<u>Fax</u>
ALAMEDA	Marge Deichman	1000 Broadway, Suite 5000	Oakland	94607	(510) 628-7910	(510) 628-7893
ALPINE	Debbie Goodman	260 Laramie Street	Markleeville	96120-0545	(916) 694-2146	(916) 694-2770
AMADOR	Connie Vaccarezza	1003 Broadway, #203	Jackson	95642	(209) 223-6407	(209) 223-1562
BERKELEY CITY	Carol Brown	2180 Milvia, 3rd floor	Berkeley	94704	(510) 644-6822	(510) 644-6494
BUTTE	Barbara Gossage	2354 Lincoln Street	Oroville	95966-5328	(916) 538-6222	(916) 538-6221
CALAVERAS	Melissa Wuoltee	571 Stanislaus Avenue, Suite C	Angels Camp	95222	(209) 736-0687	(209) 736-0689
COLUSA	Nancy Parriott	251 East Webster Street	Colusa	95932	(916) 458-0380	(916) 458-4136
CONTRA COSTA	Bob Isom	597 Center Avenue, Suite 110	Martinez	94553-4629	(510) 313-6150	(510) 313-6160
DEL NORTE	Genney Wakeman	909 Highway 101 North	Crescent City	95531	(707) 464-7227	(707) 465-4573
EL DORADO	Georgia Hunter	931 Spring Street	Placerville	95667	(916) 621-6110	(916) 626-4713
FRESNO	Margaret Wing	Community Health Department 1221 Fulton Mall,	Fresno	93721	(209) 445-3281	(209) 445-3549
GLENN	Jenny Vereschagin	240 North Villa Avenue	Willows	95988	(916) 934-6588	(916) 934-6592
HUMBOLDT	David Hanna	712 Fourth Street	Eureka	95501	(707) 445-6210	(707) 441-5686
IMPERIAL	Mary Shinn	935 Broadway	El Centro	92243	(760) 339-4451	(760) 352-9933
INYO	Tamara Cohn Pound	PO Drawer H	Independence	93526	(619) 878-0237	(619) 878-0266
KERN	Portia Choi, MD, Director	1700 Flower Street	Bakersfield	93305-4198	(805) 868-0305	(805) 868-0225
KINGS	Patricia Harder	330 Campus Drive	Hanford	93230	(209) 584-1401	(209) 582-0927
LAKE	Sandra Boorn	922 Bevins Court	Lakeport	95453-9780	(707) 263-2241	(707) 262-4280
LASSEN	Rich Kanavel	545 Hospital Lane	Susanville	96130	(916) 251-8183	(916) 251-4871
LONG BEACH CITY	Pam Shaw	2525 Grand Avenue	Long Beach	90815	(562) 570-4278	(562) 570-4310
LOS ANGELES	Sidney Smith, MD, Director	5555 Ferguson Drive, Suite 120-15	Commerce	90022	(213) 890-7941	(213) 890-0825
West Health Services Area		Harbor UCLA Medical Center 1000 West Carson Street Cottage N 34	Torrance	90509	(310) 222-2324	(310) 222-2351
North Health Services Area		12502 Van Nuys Boulevard, Room 120	Pacoima	91331	(818) 834-3380	(818) 897-6023
East Health Services Area		Pico Rivera Health Center 6336 Passons Boulevard, Trailer	Pico Rivera	90660	(562) 949-4442	(562) 949-5113
South Health Services Area		MLK/Drew Medical Center Interns & Residents Building 12012 Compton Avenue, Room I-220	Los Angeles	90059	(310) 668-5141	(310) 223-0009
MADERA	Carol Barney	14215 Road 28	Madera	93638	(209) 675-7893	(209) 674-7262
MARIN	Karen Thigpen	555 Northgate Drive, Suite B	San Rafael	94903	(415) 499-7397	(415) 499-6396
MARIPOSA	Lisa Rhudy	4988 Eleventh Street	Mariposa	95338	(209) 966-3689	(209) 966-4929
MENDOCINO	Cindy Melvin	890 North Bush Street, Courthouse	Ukiah	95482	(707) 463-4461	(707) 463-4138
MERCED	Iantha Thompson	240 East 15th Avenue	Merced	95341-6297	(209) 385-7704	(209) 722-3744
MODOC	Linda Nelson	131-B West Henderson Street	Alturas	96101	(916) 233-6311	(916) 233-5754
MONO	Laurie Gunby	P.O. Box 3329	Mammoth Lakes	93546	(619) 924-5410	(619) 924-5467
MONTEREY	Stephanie O'Mara	1292 Olympia Avenue	Seaside	93955	(408) 755-5401	(408) 899-8176
NAPA	Dale Berry	2261 Elm Street	Napa	94559-3721	(707) 253-4316	(707) 253-4880
NEVADA	Karen Klayman	HEW Complex 10433 Willow Valley Road, Suite B	Nevada City	95959-2399	(916) 265-1450	(916) 265-1426
ORANGE	Tony Edmonds	1725 West 17th Street	Santa Ana	92706	(714) 834-8440	(714) 834-8051
PASADENA CITY	Vicki Burkhalter	1845 North Fair Oaks Avenue, Room G-202	Pasadena	91103	(626) 744-6015	(626) 744-6094
PLACER	Polly Ostrofe	11730 Enterprise Drive	Auburn	95603	(916) 889-6787	(916) 889-6799
PLUMAS	Sandy Norton	270 County Hospital Road Courthouse Annex	Quincy	95971	(916) 283-6330	(916) 283-6110
RIVERSIDE	Cherine Fanning	4065 County Circle Drive, Room 204	Riverside	92513-7600	(909) 358-5481	(909) 358-5198
SACRAMENTO	Marcia Britton, MD, Director	9333 Tech Center Drive, Suite 100	Sacramento	95826	(916) 875-7151	(916) 875-6731
SAN BENITO	Janet Graham	881 Line Street	Hollister	95023	(408) 637-5367	(408) 637-9073
SAN BERNARDINO	Ilene King	351 North Mountain View, Room 305	San Bernardino	92415-0010	(909) 387-6302	(909) 387-6348
SAN DIEGO	Phyllis Elkind	3851 Rosecrans Street	San Diego	92110	(619) 692-8808	(619) 692-8827
SAN FRANCISCO	Twila Brown	680 Eight Street, Suite 200	San Francisco	94103	(415) 554-9950	(415) 554-9655
SAN JOAQUIN		511 East Magnolia, 3rd Floor	Stockton	95202	(209) 468-3835	(209) 468-0466
SAN LUIS OBISPO	Carol Grosse	2156 Sierra Way	San Luis Obispo	93406	(805) 781-5502	(805) 781-5543
SAN MATEO	Robyn Ziegler	225 West 37th Avenue	San Mateo	94403	(415) 573-2877	(415) 573-2859
SANTA BARBARA	Elizabeth Kasehagen	315 Camino Del Remedio	Santa Barbara	93110	(805) 681-5130	(805) 681-4763
SANTA CLARA	Sherrill Martinez	976 Lenzen Avenue	San Jose	95126	(408) 299-6158	(408) 292-3278
SANTA CRUZ	Elaine Glenn	12 West Beach Street	Watsonville	95076	(408) 763-8900	(408) 763-8910
SHASTA		2652 Breslauer Way	Redding	96001	(916) 225-5122	(916) 225-5074
SIERRA	Donna Metzler	202 Front Street	Loyalton	96118	(916) 993-6700	(916) 993-6741
SISKIYOU	Terri Funk	806 South Main Street	Yreka	96097	(916) 841-4040, Ext. 4066	(916) 841-4075
SOLANO	Felicia Flores-Workman	1735 Enterprise Drive, Building 3 MS 3-110	Fairfield	94533-0677	(707) 421-6666	(707) 421-7484
SONOMA	Beverly Kerbow	370 Administration Drive, Suite C	Santa Rosa	95403-2801	(707) 524-7350	(707) 524-7345
STANISLAUS	RoseAnn Peterson	830 Scenic Drive	Modesto	95350	(209) 558-8860	(209) 558-8531
SUTTER	Amerjit Bhattal	1445 Circle Drive	Yuba City	95992	(916) 822-7215	(916) 822-7223
TEHAMA	Elan Bagwall	1860 Walnut Street	Red Bluff	96080	(916) 527-6824	(916) 527-0362
TRINITY	JoAnn Ansell	1 Industrial Parkway	Weaverville	96093-1470	(916) 623-1295	(916) 623-1297
TULARE	Karen Cvetkovich	MCH Building, 115 East Tulare Avenue	Tulare	93274	(209) 685-2533	(209) 685-4701
TUOLUMNE	Janet McFarland	20111 Cedar Road North	Sonora	95370	(209) 533-7415	(209) 533-7406
VENTURA	Kay Maloney	3210 Foothill Road	Ventura	93003	(805) 652-5996	(805) 652-6535
YOLO	Betsy Monsen	10 Cottonwood Street	Woodland	95695	(916) 666-8640	(916) 666-8674
YUBA	Angela Parish-Cook	6000 Lindhurst Avenue, Suite 601-B	Marysville	95901	(530) 741-6366	(530) 741-6397

STATE CHDP CHILDREN'S
MEDICAL SERVICES BRANCH

714 P Street, Room 350

Sacramento

95814

(916) 654-0832

(916) 653-8271

IMMUNIZATION/SCHOOL ATTENDANCE PENALTY COMPUTATION

EXAMPLE # 1 - SINGLE PENALTY

A mother with three children is aided but later fails to submit verification of immunization and is not found to have good cause. The mother has total earned income of \$525 per month and no disability based unearned income. The AU is nonexempt and resides in Region 2.

Eligibility/Grant Computation:

AU size remains 4, but due to the penalty, use the MAP for 3.

\$ 525	Gross Earned Income
<u>- 225</u>	\$225 Income Disregard
\$ 300	Remaining Earned Income
<u>- 150</u>	50% Earned Income Disregard
\$ 150	Net Nonexempt Income
\$ 538	MAP for three (excluding the parent)
<u>- 150</u>	Total Net Nonexempt Income
\$388	Aid Payment

EXAMPLE #2 - DOUBLE PENALTY

The mother also fails to cooperate with the District Attorney's office in establishing paternity for child support.

\$ 525	Gross Earned Income
<u>- 225</u>	\$225 Income Disregard
\$ 300	Remaining Earned Income
<u>- 150</u>	50% Earned Income Disregard
\$ 150	Net Nonexempt Income
\$ 538	MAP for three (excludes the parent)
<u>- 150</u>	Total Net Nonexempt Income
\$ 388	Aid Payment with First Penalty Applied
<u>- 97</u>	25% of Aid Payment - Second Penalty for Failure to Cooperate with DA
\$ 291	Aid Payment with Both Penalties Applied

CALWORKS IMMUNIZATION RULES

IMMUNIZATION RULES

Starting January 1, 1998, if you are getting cash aid, you must give the county proof that the child(ren) in your family under the age of 6 has received age-appropriate immunization(s) (shots). See Column 2 for a list of medically recommended immunizations.

PROOF

If you are an applicant for CalWORKs, you must provide proof of immunization within 30 days of approval of Medi-Cal or within 45 days from date of application for CalWORKs if you are already getting Medi-Cal.

If you are a current recipient of CalWORKs, you must submit proof within 45 days of county notification that proof of immunization is required. For each child under the age of 6 added to the assistance unit, you must submit proof of immunization within 30 days of the child's approval for Medi-Cal.

If you have a problem getting immunizations for your child(ren), contact your worker immediately.

EXEMPTIONS

Exempt from these rules are:

- o Child(ren) whose parent or caretaker relative submits a written statement from their doctor that certifies the child(ren) should not be immunized because of medical reasons. The doctor's statement must give the medical condition and if the condition is temporary or permanent.
- o Child(ren) whose parent or caretaker relative submits a sworn statement that the immunization rule is against his/her beliefs.

FAILURE TO COOPERATE

If you do not submit proof of immunization for all pre-school age child(ren) in the assistance unit, your cash aid will be lowered by an amount equal to the share of the cash aid for the parent(s) or caretaker relative(s). Once proof is submitted, the share of cash aid will be restored for the parent(s)/caretaker relative(s).

IMMUNIZATIONS

The Advisory Committee on Immunizations Practices, American Academy of Pediatrics, and American Academy of Family Physicians currently recommend the following immunizations for children under age 6:

- o Polio
- o Diphtheria, tetanus, and pertussis (DTP)
- o Measles, mumps, and rubella (MMR)
- o Varicella Virus Vaccine* (for Chicken Pox)
- o Hepatitis B
- o Hemophilus influenza type b (for meningitis).

WHERE TO GET IMMUNIZATIONS

- o A provider that accepts Medi-Cal
- o Your assigned physician in your Medi-Cal managed care plan
- o A county public health clinic
- o Any other source within your county offering free or low cost immunizations
- o A "Child Health and Disability Prevention (CHDP)" provider

HOW TO GET MORE FACTS ABOUT IMMUNIZATIONS

You can call:

- o The National Immunization Information Hotline sponsored by the Center for Disease Control (CDC) and the American Social Health Association. Call Monday through Friday between 5 AM and 8 PM:
 - English 1-800-232-2522
 - Spanish 1-800-232-0233
- o Your local health department's Immunization Service Program or the CHDP Program (depending on the county).

(INSERT LOCAL OFFICE HERE)

*The vaccination for chicken pox may not be available from all physicians.

If you have any questions, call your worker.

REGLAS DE INMUNIZACION (VACUNAS) DE CALWORKS

(Programa de California de Oportunidades de Trabajo y Responsabilidad hacia los Niños)

REGLAS DE INMUNIZACION

A partir del 1º de enero de 1998, si recibe asistencia monetaria, tiene que proporcionarle al condado pruebas de que los niños menores de 6 años en su familia han recibido las inmunizaciones (vacunas) apropiadas para su edad. Para una lista de inmunizaciones recomendadas por los doctores, vea la siguiente columna.

PRUEBAS

Si usted es un solicitante de los beneficios de CalWORKs, tiene que proporcionar pruebas de inmunización antes de que pasen 30 días de la aprobación de Medi-Cal (Programa de Asistencia Médica de California) o antes de que pasen 45 días de la fecha de solicitud para CalWORKs si ya está recibiendo Medi-Cal.

Si usted actualmente recibe los beneficios de CalWORKs, tiene que presentar las pruebas de inmunización antes de que pasen 45 días de la fecha de la notificación del condado en la cual se indica que usted necesita dichas pruebas. Para cada niño menor de 6 años que usted añada a su unidad de asistencia, tiene que presentar pruebas de inmunización antes de que pasen 30 días de la aprobación del niño para los beneficios de Medi-Cal.

Si usted tiene problemas en obtener las inmunizaciones para sus niños, comuníquese con su trabajador inmediatamente.

EXENCIONES

Están exentos de estas reglas:

- o los niños cuyos padres o familiares encargados de su cuidado presenten una declaración por escrito de su doctor en la cual se certifica que los niños no deben recibir las inmunizaciones por razones médicas. La declaración del doctor tiene que indicar la condición médica y si dicha condición es temporal o permanente.
- o los niños cuyos padres o familiares encargados de su cuidado presenten una declaración bajo pena de perjurio que la regla sobre inmunización va en contra de sus creencias.

FALTA DE COOPERACION

Si usted no presenta pruebas de inmunización para todos los niños de edad preescolar en su unidad de asistencia, se reducirá su asistencia monetaria por la cantidad igual a la que les corresponde a los padres o familiares encargados del cuidado de los niños. Una vez que se presenten las pruebas, se volverá a incluir la asistencia monetaria para los padres/familiares encargados del cuidado de los niños.

INMUNIZACIONES

El Comité Consultivo sobre las Prácticas de Inmunización, la Academia Americana de Pediatría, y la Academia Americana de Doctores en Medicina Familiar actualmente recomiendan las siguientes inmunizaciones para niños menores de 6 años:

- o Polio
- o Difteria, tétanos, y tos ferina (DTP)
- o Sarampión, paperas, y rubéola (MMR)
- o Vacuna contra el virus de la varicela* (para la viruela loca)
- o Hepatitis B
- o Hemophilus influenza Tipo B (para la meningitis).

DONDE OBTENER INMUNIZACIONES

- o Un proveedor que acepte Medi-Cal
- o El doctor asignado por su cuidado médico administrado de Medi-Cal
- o Una clínica pública de salud en el condado
- o Cualquier otro lugar en su condado que ofrezca inmunizaciones gratuitamente o a bajo costo
- o Un proveedor de CHDP (Programa para la Salud y Prevención de Discapacidades en los Niños y Adolescentes)

COMO OBTENER MAS INFORMACION ACERCA DE LA INMUNIZACION

Puede llamar a:

- o La línea nacional de información sobre la inmunización patrocinada por el CDC (Centro para el Control de Enfermedades) y la Asociación Americana de Salud Social. Llame de lunes a viernes entre las 5 de la mañana y las 8 de la noche:
 - Inglés 1-800-232-2522
 - Español 1-800-232-0233
- o El programa local de servicios de inmunización del departamento de salud o a CHDP (dependiendo de su condado).

(ANOTE LA OFICINA LOCAL AQUI)

*Es posible que no todos los doctores tengan disponible la vacuna para la varicela.

Si tiene alguna pregunta, llame a su trabajador.

SCHOOL ATTENDANCE
Informing Language

As of January 1, 1998, all school-age children in the assistance unit will be required to attend school. Your grant will be lowered:

- If you fail or refuse to cooperate in providing routinely available proof of regular school attendance when requested by the county.
- If any child under the age of 16 does not regularly attend school, cash aid will be lowered by the amount equal to the parent/caretaker relative(s)' share of the grant.
- If any child age 16 or older does not attend school regularly, cash aid will be lowered by the amount equal to the child's share of the grant.

If your child(ren) does not regularly attend school or if you cannot cooperate with the county in providing proof of school attendance, you will need to tell your worker why.

ATTACHMENT 7

NOA MESSAGES

Action	Type	New	NOA #
Change	Application Processing	Change cash aid due to failure to provide immunization/school attendance proof. Insert in CalWORKS NOA Handbook.	M40-181E
Change	Required Documentation	Change in cash aid when immunization proof is provided. Insert in CalWORKS NOA Handbook.	M40-105B
Change	Required Documentation	Change in cash aid when immunization proof is not provided. Insert in CalWORKS NOA Handbook.	M40-105C
Change	Required Documentation	Change in cash aid when school attendance proof is provided. Insert in CalWORKS NOA Handbook.	M40-xxxD*
Change	Required Documentation	Change in cash aid when school attendance proof is not provided. Insert in CalWORKS NOA Handbook.	M40-xxxE*

*The NOA #s assigned to these messages are temporary place holders until the actual regulation cites are issued. At that time we will notify counties of the NOA message numbers.

State of California
Department of Social Services

Noa Msg Doc No.: M40-181E Page 1 of 1
Action : Change
Issue: Application Processing
Title: CA 2 Reverification
Immunizations/School Attendance

Auto ID No.:
Source :
Issued by :
Reg Cite : W & IC 11265.8, 11253.5

Use Form No. : NA 200
Original Date : 01-01-98, New
Revision Date :

MESSAGE:

As of _____, the County is changing your
cash aid from \$_____ to \$_____.

Here's why:

We needed certain facts to check your
eligibility. We asked you to: _____

.

You did not do this, so your needs and the
needs of _____ were not counted in
figuring the amount of your cash aid.

Your new cash aid amount is figured on this
page.

M40-185E (1/98) IMMUNIZATION/SCHOOL ATTENDANCE - RECERTIFICATION - CHANGE

State of California
Department of Social Services

Noa Msg Doc No.: M40-105B Page 1 of 1
Action : Change
Issue: Required Documentation
Title: Immunizations

Auto ID No.:
Source :
Issued by :
Reg Cite : W & IC 11265.8

Use Form No. : NA 200
Original Date : 01-01-98, New
Revision Date :

MESSAGE:

As of _____, the County is changing your
cash aid from \$_____ to \$_____.

Here's why:

You must give us proof of immunization for
all of the children under the age of 6 in
your assistance unit. This proof was
given.

Your new cash aid amount is figured on this
page.

M40-105B (1/98) IMMUNIZATION - PROOF GIVEN - CHANGE

State of California
Department of Social Services

Noa Msg Doc No.: M40-105C Page 1 of 1
Action : Change
Issue: Required Documentation
Title: Immunizations

Auto ID No.:
Source :
Issued by :
Reg Cite : W & IC 11265.8

Use Form No. : NA 200
Original Date : 01-01-98, New
Revision Date :

MESSAGE:

As of _____, the County is changing your
cash aid from \$_____ to \$_____.

Here's why:

You must give us proof of immunization for
all of the children under the age of 6 in
your assistance unit. This proof was not
given.

Your needs and the needs of _____ were
not counted in figuring the amount of your
cash aid.

Your new cash aid amount is figured on
this page.

M40-105C (1/98) IMMUNIZATIONS - NO PROOF CHANGE

State of California
Department of Social Services

Noa Msg Doc No.: M40-xxxD Page 1 of 1
Action : Change
Issue: Required Documentation
Title: School Attendance

Auto ID No.:
Source :
Issued by :
Reg Cite : W & IC 11253.5

Use Form No. : NA 200
Original Date : 01-01-98, New
Revision Date :

MESSAGE:

As of _____, the County is changing your
cash aid from \$_____ to \$_____.

Here's why:

You must give us proof of school
attendance for all of the school-age
children in your assistance unit. This
proof was given.

Your new cash aid amount is figured on
this page.

M40-XXxD (1/98) SCHOOL ATTENDANCE - PROOF GIVEN - CHANGE

State of California
Department of Social Services

Noa Msg Doc No.: M40-xxxE Page 1 of 1
Action : Change
Issue: Required Documentation
Title: School Attendance

Auto ID No.:
Source :
Issued by :
Reg Cite : W & IC 11253.5

Use Form No. : NA 200
Original Date : 01-01-98, New
Revision Date :

MESSAGE:

As of _____, the County is changing your
cash aid from \$_____ to \$_____.

Here's why:

You must give us proof of school
attendance for all of the school-age
children in your assistance unit. This
proof was not given.

Your needs and the needs of _____ were
not counted in figuring the amount of your
cash aid.

Your new cash aid amount is figured on
this page.

M40-XXxE (1/98) SCHOOL ATTENDANCE - PROOF NOT GIVEN - CHANGE

IMMUNIZATION QUESTIONS AND ANSWERS

1. ***When does the 30 and 45 day periods begin for applicants and recipients who are receiving or applying for Medi-Cal prior to applying for CalWORKs?***

Starts for:

- ***New CalWORKs applicants, without Medi-Cal, the 30 days start when Medi-Cal is approved.***
- ***New CalWORKs applicants, with Medi-Cal, the 45 days start upon application for CalWORKs.***
- ***CalWORKs recipients, the 45 days start with the date the county notifies the recipient that immunization verification is required.***

2. ***What is the effective date for grant reduction when documentation is not submitted and the county does not find good cause exists?***

Penalties are applied the first of the month following timely notice.

3. ***When is verification required for recipients in counties participating in the Eligibility Simplification Project?***

In ESP counties when case review is done for financial eligibility and the AU contains a child under the age of six, verification of immunization must be submitted within 45 days of the financial eligibility redetermination.

4. ***When must verification of immunization be submitted when adding a child under the age of six to the AU?***

Adding a person to an existing AU is usually handled like a new application. Therefore, when adding a child to the AU, verification of immunization is in accordance with the time frames for new applicants. Verification must be submitted within 30 days of the child's eligibility for Medi-Cal.

5. ***Up to what age is verification of immunization required?***

AB 1542 requires verification of immunization for any child in the AU who is not required to be enrolled in school. In California, school enrollment is compulsory for children ages six to eighteen. Therefore, for purposes of Cal WORKs, immunization verification is required for AUs with children under the age of six, unless the five year old is enrolled in school.

6. ***What is considered "all age-appropriate" immunizations? If a child has begun a series of immunizations but has not completed the series when verification must be submitted, is the child considered to have received age-appropriate immunizations?***

Yes. Applicants/recipients who have made a good faith effort to initiate immunizations for a child(ren) in the AU, but the child cannot complete the series because of a spacing requirement between vaccine doses, will be considered to have received age appropriate immunizations for purposes of CalWORKs. Good faith effort also applies in cases where the vaccine, such as the varicella virus vaccine, is not available. The county will get further verification of the child's progress at the next redetermination.

7. ***What happens to the penalized AU when the unimmunized child(ren) leaves but the AU still contains an eligible child(ren)?***

If the unimmunized child leaves the AU and the AU still contains an eligible child(ren), the parent's share of the grant is restored. This is because the penalty is associated with the unimmunized child.

8. ***Who is responsible for submitting verification of immunization in those AUs containing both a senior parent/caretaker and a minor parent?***

In those instances where the AU contains both a senior parent and the minor parent with the minor parent's child, the senior parent(s) is responsible for both the minor parent and the minor parent's child and is therefore responsible for submitting verification of immunization. The senior parent(s) is also penalized if verification of immunization is not submitted.

9. ***When should the informing notice be given to applicants and recipients?***

The informing notice must be given to new applicants as of 1/1/98 and to recipients at the next redetermination. Those individuals whose applications are in process as of 1/1/98 must also receive the notice.

10. ***If a parent is already penalized, e.g., for failure to cooperate with providing verification of immunization, can another penalty be applied for failure to cooperate with the District Attorney's office, school attendance, Welfare to Work?***

It would depend on the nature of each penalty. For example, a parent(s) may be penalized for not submitting verification of immunization by a reduction in the grant amount and an additional 25 percent reduction of the grant for failure to cooperate with the District Attorney's office could also be applied. (See Attachment 4 for examples of budget computations involving a grant reduction and double penalties.) In instances where multiple penalties are applied Notices of Action must be sent for both requirements and both must be cured before the grant is increased.

In those instance where the penalty is identical, i.e., reduction of the grant by the parent/caretaker relative's needs, this can only be done once therefore a double penalty can not be applied. In addition, in those instances where the penalty requires the parent/caretaker relative's removal from the AU and discontinuance, a double penalty cannot be applied. For example, a Welfare to Work penalty and immunization penalty could not be applied as the Welfare to Work penalty requires a discontinuance of the parent/caretaker relative(s).

11. ***If an AU has been penalized will those months on aid still count toward the 60 month time limit?***

Yes. While the grant has been reduced by the parent/caretaker relative's share, the parent/caretaker relative(s) is still considered a recipient(s). Therefore any months of assistance received by the AU are considered as time on aid and parent/caretaker relative(s) must cooperate with welfare to work requirements.

12. ***When the grant is increased to include the parent's needs effective the first of the month is the supplemental payment offset for any outstanding overpayment?***

No. The supplemental payment is not for prior months and not considered an underpayment, and as such, is not subject to adjustment for any overpayment. See MPP 44-352.4

SCHOOL ATTENDANCE QUESTIONS AND ANSWERS

1. ***Will CDSS develop standards about the length of time the parent/caretaker relative has to submit attendance verification?***

The state will not be providing standards in this area. While counties will have discretion in developing criteria on when verification of school attendance is submitted, counties are to consult with local school districts in establishing these time- frames.

2. ***Is the school attendance requirement to be applied to those AUs exempted from welfare to work?***

The school attendance requirement applies to all recipients of CalWORKs, with the following exceptions: anyone eligible for the Cal-Learn program and children subject to participation in county school attendance demonstration projects in Merced and San Diego counties.

3. ***Will attendance verification be required when adding a child who was not in the AU?***

Once the child is a recipient the county will determine when verification is to be submitted.

4. ***What is the effective date for grant reduction when verification of school attendance is not submitted and the county determines good cause does not exist?***

Penalties are effective the first of the month following timely notice.

5. ***How will the penalty be applied to child-only cases (parent(s) is not in the AU) where the child is under age 16 and verification of attendance is not submitted?***

No penalty can be applied in these cases as the parents are not in the AU. AB 1542 only applies penalties to parent/caretakers in the AU where the child is under the age of 16.

6. ***Is there a penalty for a parent/caretaker relative or child age 16 or older who fails or refuses to cooperate with the county in obtaining documentation of school attendance?***

Yes. AB 1542 states that a recipient (parent/caretaker relative or child age 16 or older) must cooperate in providing the county with documentation of regular school attendance. The needs of the parent/caretaker relatives(s) or child are disallowed.

7. ***How will we treat CalWORKs caretakers whose only child is a Foster Care Child, i.e., child is not in the AU?***

Since the AU contains only the CalWORKs caretaker (AU of one) and does not contain an eligible child this provision does not apply.

8. ***If an AU has been penalized will those months on aid still count toward the 60 month time limit?***

Yes. While the grant has been reduced by the parent/caretaker relative's share, the parent/caretaker relative(s) is still considered a recipient(s). Therefore, any months of assistance received by the AU is considered as time on aid and parent/caretaker relative(s) must cooperate with welfare to work requirements.

9. ***When the grant is increased to include the parent's needs effective the first of the month is the supplemental payment offset for any outstanding overpayment?***

No. The supplemental payment is not for prior months and not considered an underpayment, and as such, is not subject to adjustment for any overpayment. See MPP 44-352.4.